#### Course Title: Effective Communication Skills

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| **University** | **Benha** |
| **Faculty** | **Faculty of Agriculture** |
| **COURSE SPECIFICATIONS:** | |
| **Program of which the course is given** | **Agricultural Biotechnology** |
| **Major or Minor element of Program** |  |
| **Departments offering the Program** | **General** |
| **Department offering the course** |  |
| **Academic year / Level** | Level 2 Semester 2 |
| **Date of specification approval** | / / 2013 |

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| **A- BASIC INFORMATION** | |
| **Title** | Effective Communication Skills |
| **Code** | CJ 1207 |
| **Credit Hours** | **2 Hours** |
| **Lecture** | **2 Hours / week** |
| **Practical** | **2 Hours / week** |
| **Total:** | **56 Hours** |

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| **B- PROFESSIONAL INFORMATION** |
| **1 – OVERALL AIMS OF COURSE** |
| Decision to the intended acquisition of the students quantum of knowledge and information appropriate for connectivity to various and different themes, which contributes to the success of their own lives and practical alike, and prepare students for integration and harmony and understanding, communication and building relationships with respect and peace with their surroundings, and has covered the concepts of different cultures, and the development of communication skills students and rehabilitation of good and successful communication with oneself and others. |

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| **2 – Intended Learning Outcomes of Course (ILOs)** |
| **A. Knowledge and Understanding:** |
| By the end of the course, students should:   1. Understand the concept of communication and its importance and its components and elements of effective communication 2. Contact lists the importance of education and models, patterns and different forms of communication 3. Ivkriham roads ratings and assistive devices and methods used in the connection. 4. It describes the evolution of the concept of communication technology, methods and classifications and the importance of communication technology in the educational process. 5. It enumerates the roles of educational technology in the face of contemporary problems. |

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| **B. Intellectual Skills:** |
| Successful completion of this course will allow students to:   1. Compares student between communication skills in various life situations 2. Plans to improve speaking and listening skills 3. Choose effective methods to suit various human patterns during handling. 4. It distinguishes between the methods and practices that develop communication has a full understanding of the learning process |

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| **C. Professional and Practical Skills:** |
| 1. Methods and communication skills' that develop effective communication is used. 2. Develop a work plan to connect to suit various human patterns during dealt with 3. Evaluates various educational ways and means to choose the right ones for his abilities 4. Develop a plan for the development of contact with the self and the achievement of self-confidence. 5. Inferred through educational attitudes unplug the methods and practices of effective communication. 6. Apply a specific plan when faced with communication problems. 7. Convey to others the skills needed for effective communication with them in the social and practical Ocean |

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| **D. General and Transferable Skills:** |
| 1. Works with groups of team  2. participate in various volunteer work.  3. interviews with the parties to the educational process with confidence  4. The use of modern electronic means in a positive contact. |

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| **3. CONTENTS** | | | |
| **Topic** | **No. of hours** | **Lectures** | **Practical** |
| 1. Collaborative organizational structures | 6 | 6 | - |
| 1. A wealth of strategies and tactics for building skills | 6 | 6 | - |
| 1. To identify specific real-world challenges that technical professionals face in the workplace | 8 | 8 | - |
| 1. Featuring interviews with people in the trenches | 8 | 8 | - |

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| **4. TEACHING AND LEARNING METHODS** |
| ■ theoretical lectures. ■ practical exercises. ■ panel discussions.  ■ research material. ■ quarterly business. |

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| **5. STUDENT ASSESSMENT METHODS** |
| Students will be evaluated by attendance, fulfillment and effort in exercises and presentations, and examination grades:  ■ final exam theoretical ■ practical exam   ■ oral examination ■ quarterly exams |

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| **6. ASSESSMENT SCHEDULE** | | |
| **No** | **AssessmentAssessment** | **Week** |
| **1** | **Periodical exam** | **4 – 8 - 12 Week** |
| **2** | **Practical exam** | **14 Week** |
| **3** | **Oral exam** | **15 Week** |
| **4** | **Final exam** | **16 Week** |

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| **7. WEIGHTING OF ASSESSMENT** | | |
| **No** | **AssessmentAssessment** | **%** |
| **1** | **Periodical Final exam** | **10%** |
| **2** | **Practical exam** | **10%** |
| **3** | **Oral exam** | **10 %** |
| **4** | **Final exam** | **70 %** |
| **TOTAL** | | **100 %** |

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| **8. LIST OF REFERENCES** |
| * Galisson, R.; Coste, D. (1976). Dietionnaire de Didactique des Langues. Librairie Hachette . * <http://en.wikipedia.org/wiki/Shannon%E2%80%93Weaver_model>   <http://en.wikipedia.org/wiki/Oded_Schramm> |

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| **9. FACILITIES REQUIRED FOR TEACHING AND LEARNING** |
| Teaching aids/ materials: e.g. boards – overhead projector – data-show projector – stationary.. etc.  Teaching room/hall.  Computers.  Facilities for site visits etc., which are necessary for teaching the course. |

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| **Course Coordinators:** | **Prof. Dr. Saied abbas rashad**  **Prof. Dr. Mohamed habib** |
| **Date: / / 2015** | |